

UNIT: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

S M T W TH F S

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY

22 DAYS 176  
 HRS WORKED 170  
 HOLIDAY HRS 0  
 TE USED 0  
 TOTAL HRS 170  
 -6  
 HC EARNED 16

FEBRUARY

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	1			

21 DAYS 168  
 HRS WORKED 170  
 HOLIDAY HRS 0  
 TE USED 0  
 TOTAL HRS 170  
 +2  
 HC EARNED 16

MARCH

				2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	*31	

22 DAYS 176  
 HRS WORKED 170  
 HOLIDAY HRS 8  
 TE USED \*2  
 TOTAL HRS 180  
 +4

APRIL

						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1					

21 DAYS 168  
 HRS WORKED 160  
 HOLIDAY HRS 0  
 TE USED 0  
 TOTAL HRS 160  
 -8

MAY

		2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

22 DAYS 176  
 HRS WORKED 180  
 HOLIDAY HRS 0  
 TE USED 0  
 TOTAL HRS 180  
 +4  
 HC EARNED 8

JUNE

				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

22 DAYS 176  
 HRS WORKED 180  
 HOLIDAY HRS 0  
 TE USED 0  
 TOTAL HRS 180  
 +4

S M T W TH F S

						1
2	3	*4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1				

JULY

22 DAYS 176  
 HRS WORKED 160  
 HOLIDAY HRS 8  
 TE USED \*2  
 TOTAL HRS 170  
 -6

AUGUST

			2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

22 DAYS 176  
 HRS WORKED 180  
 HOLIDAY HRS 0  
 TE USED 0  
 TOTAL HRS 180  
 +4

SEPTEMBER

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

21 DAYS 168  
 HRS WORKED 170  
 HOLIDAY HRS 0  
 TE USED 0  
 TOTAL HRS 170  
 +2

HC EARNED 8

OCTOBER

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

22 DAYS 176  
 HRS WORKED 170  
 HOLIDAY HRS 0  
 TE USED 0  
 TOTAL HRS 170  
 -6

HC EARNED 8

NOVEMBER

			1	2	3	4
5	6	7	8	9	*10	11
12	13	14	15	16	17	18
19	20	21	22	*23	*24	25
26	27	28	29	30		

22 DAYS 176  
 HRS WORKED 150  
 HOLIDAY HRS 24  
 TE USED \*6  
 TOTAL HRS 180  
 +4

DECEMBER

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

21 DAYS 168  
 HRS WORKED 170  
 HOLIDAY HRS 0  
 TE USED 0  
 TOTAL HRS 170  
 +2

HC EARNED 8